IPRS Implementation Steering Committee
Meeting Minutes August 15, 2001

Attendees:
IPRS Implementation Steering Committee
  Bill Cotton, Pathways (Representing Karen Andrews, AD)
  Melanie Thomas, Alamance-Caswell
  Mark Robeson, Lee-Harnett
  Barbara Moore, Tideland
  Vince Joyce, Mecklenburg
  Jack St. Clair, AD, Duplin-Sampson-Lenoir
  Jack Chappell, Controller's Office
  Gary Fuquay, Controller's Office
  Art Costantini, AD, Southeastern Center
  Gary Imes, Chief, DMH/DD/SAS-IT Section
  Bob Stayton, Sandhills

IPRS Implementation Support and guests	**Division Implementation Team**
Vicki Steele, Southeastern Center	Tim Wildfire, IT Section
Bob Duke, Controller's Office	Betty Cogswell, IT Section
Carol Duncan Clayton, NCCCP	Anita Curtis, IT Section
Cheryl McQueen, DIRM	Jim Ryals, DIRM
	Rick Olson, DIRM
	Susan Ward, IT Section

1) **Introductions**
2) **Review and approve previous meeting minutes**
  a) Minutes from previous meeting were approved and will be posted to the web.
3) **Development Project Status**
  a) Gary Imes reported that the project team was working on scheduling and the area programs have committed to some time frames to complete the project. Sponsors will review and Gary Imes will report definite dates after the dates have been finalized. Mr. Cansler and Mr. Bernstein are being informed on all aspects of the IPRS project.
  b) Tim reported the project team is now completing the last of Stage 1 integration testing.
    i) All reports are being checked against data for format and content.
    ii) Duplin-Sampson-Lenoir's 837 format has been accepted and processed in the IPRS batch system resulting in an 835 remittance advice being generated and returned.
    iii) Duplin-Sampson-Lenoir and Southeastern Center are both progressing with 837 testing and both are targeting mid September to complete.
    iv) Then, stage 2 integration testing will begin for the pilot sites
    v) After stage 2 is complete, the area programs will run the system through two production cycles. It is at this time that the system must meet all system acceptance criteria. Successful operation will mean the development project is complete.

4) **The State Plan**
  a) All performance agreement items will be carried over into each area program's local plan. The ECS agreement language will be in each local plan.
    i) Must have on Secretary Hooker Buell's desk by 12/16/01.
  b) CDW issues will be moved into the state plan also.
  c) This item will be carried over into the agenda for the next meeting.
  d) Population groups, client definitions and client eligibility will be included in state plan.
    i) Department is requesting pushing back timelines.
    ii) At the next executive staff meeting, Gary will inform Tara that the AP consolidation timeline is a concern.

(2) Jack St. Clair recommended that once HB 381 becomes law, a group be formed to look into area program consolidation and potential financial impacts.

(3) Gary Imes suggested it was possible now to group area programs according to their readiness to make MIS systems changes and to get those best positioned started as quickly as possible. The details of how this approach could be implemented need to be identified.

e) Per Carol Duncan Clayton, a chart is available showing potential groupings of area programs as a result of consolidation but does not have service definitions yet.

5) IPRS Implementation Project Plan

a) The timeframes of the key tasks of Implementation cannot be solidified until its clear the development project will complete.

b) Timeline concerns.
   i) The implementation project will run for about 1 year.

c) Correspondence from division about implementation timeline will be distributed after sponsors review the plan with Mr. Cansler.
   i) Tim suggested updating the IPRS Bulletin (Bulletin 2) and publishing it prior to FARO

k) Identify what Area Programs can start working on, i.e. Client Eligibility
   i) Johnston and their software vendor wish to move forward with IPRS preparations.

l) IPRS Coordinators List has been updated

f) All coordinators need to download the HIPAA guidelines for EDI transactions and the Division's data maps for the 834, 837 and 835. ==Betty will email all coordinators to do this.==

k) Ann Pearce will chair the Implementation from Wildata.

l) Focus on area program user groups working with their vendors.
   i) FARO (Sept 16 -19) will be the kickoff to pull the user group meetings together.
   ii) Need the area program's technical people to work together.
   (2) Durham and Mecklenburg have already started working on the EDI transactions.

m) The reason for us calling the vendors and area programs to the last day of the FARO conference is for Tara to explain the division's stand that the vendors will support the area programs or else they won't be vendors.
   i) CSM and CMHC are ready to move.
   ii) Wildata called Tara and expressed their willingness to be HIPAA compliant
   iii) Psyche Consult has 3 area programs (Pitt, Piedmont, and Edgecombe-Nash) and their HIPAA plans are not known at this time. At risk area programs should have the division facilitate to give them time to make their decisions.
   (2) ==(Carol Duncan Clayton will contact the area directors from these 3 area programs==
   (3) Psyche Consult wants the area programs to pay for them to attend or present at the FARO conference.

n) This committee needs to agree upon a standard set process to put out a charter making (MOU or MOA?) – set of procedure on how this group resolves issues – a mandate?

6) IPRS Implementation Funding

a) Hold Harmless
   i) Gary Imes feels that he has commitment from the division for the 2 pilots for hold harmless.
   (2) The division will go forth with advances to area programs to turn the system on.
   (3) Advances must be paid back to the state within the same fiscal year.
      (a) How will we handle if an area program gets up and running about April or May. How will money be paid back in same fiscal year? Per Gary Fuquay, he would not advance until July (new fiscal year). It may be quarterly.

b) Payment process per Bob Duke, Controller's Office
   i) Everyone is being advanced through September anyway; however, effective in October, the pilots UCR Systems will not report to other systems

ii) Per Gary Fuquay Hold Harmless needs to be clearly defined.
iii) ==Rick will set up a meeting.==

b) We need an MOA between area programs and division.
  i) Set up a subcommittee of this group to do this.
    (2) Gary Imes asked for volunteers from area programs and the Controller's Office.
      (a) Barbara Moore, Vicki Steele and Bob Duke volunteered.
      (b) Gary Imes appointed Barbara as chair of this group.
      (c) Betty Cogswell will represent Gary Imes.
  ii) Gary F. suggested a representative from the division budget office be included. ==Gary will talk to Phillip (Rick Debell will probably represent Phillip).==

7) IPRS Communications and Training
a) FARO September Conference - September 16 - 19
  i) Get coordinators to download guidelines by the week before FARO.
    (1) Relying on Alice Matthews and company for FARO publicity.
    (2) Tara is on the agenda for Wed. morning at 10:15 of the last day.
    (3) IPRS will be discussed all 3 days (17,18,19).
b) EDS Performance Evaluation
  i) Bob Duke was surprised at the range of responses.
    (1) Albemarle and others gave EDS a good report.
    (2) Help desk problems were expressed.
    (3) Claims paid, recouped, area programs processing one claim several times.
    (4) Denials one month and paid next few months.
c) Bob suggested including a clause in the fiscal agent contract that will make these problems unacceptable.
  i) Help desk issues should be included in performance agreement contract per Gary Fuquay.

8) Escalation of Policy Issues
a) Implementation Steering Committee should identify issues and recommend solutions.
b) Both the division executive and the appropriate council committee will address IPRS related policy issues.
c) If the division and the council do not reach a consensus solution, then the issue will be placed on the MH/SAS Policy Advisory Committee (PAC) agenda.
d) Area Program concerns
  i) The division will set up a Help desk that Deborah Merrill's branch will run.

9) Action items
a) SWAT Team - Betty will announce the new name
  i) ART – Advanced Response Team or (Expert Response Team)
    (2) Open to suggestions.
b) The following action items will be items on future agendas:
  • The state plan, funding issues (continuation money and technology funds), communications (including escalation of policy issues).

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Next Meeting Date and Location
October 17, 2001 1- 3pm, NC Council - 1318 Dale St., Suite 120
(No September meeting due to FARO conference. The August 15, 2001 meeting minutes will be distributed for comments and will be published before the FARO conference.)

GAI/afc

cc: IPRS Implementation Steering Committee Members and support staff